



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: PERSONAL GROOMING	GENERAL ORDER NUMBER: 402
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this directive is to delineate the responsibility of employees of this Department while on duty to meet the personal hygiene requirements and grooming standards as set forth in this General Order. Employees shall strive to present a neutral image, avoiding any tendency to call attention to themselves through any aspect of grooming, ornamentation, or manner of dress that could be offensive to any segment of society, as determined by the Chief's administration.

402:1 Definitions

Uniformed Licensed Personnel

Any member employed as a licensed peace officer, and who is assigned to a unit that routinely wears a uniform that represents the Columbia Heights Police Department.

Uniformed Support Staff Personnel

Any member employed in a support staff function and required to routinely wear a uniform that represents the Columbia Heights Police Department.

Plainclothes Personnel

Any member employed as a licensed peace officer, and who is assigned to a unit that routinely wears civilian clothing.

Non-Uniformed Personnel

Any member employed in a civilian administrative function, and who is assigned to a unit that routinely wears civilian clothing.

Authorized Jewelry

Any item worn by personnel that is either ornamental, religious, or used as a medical alert for specific problems.

Unauthorized Jewelry and Body Art

Any jewelry and body art (i.e. earrings, body piercing jewelry, tattoos) that is oversized, gaudy, or pretentious in appearance, represents a safety hazard, or interferes with the safe performance of one's job. Facial piercings or any other visible body piercings (other than earrings covered in 402:5) are not allowed.

Body Art: Includes, but is not limited to: Ink or henna tattoos, branding, intentional scarring.

Business Casual: Apparel to include collared shirts and non-denim business appropriate slacks/pants and closed-toe shoes. Clothing such as sandals, tennis shoes/athletic shoes, t-shirts, sweatshirts, shorts, jeans and short skirts are specifically prohibited.

Department Soft Uniform: Department-approved collared shirt with department insignia, and khaki and/or tactical type pants/trousers.

402:2 Personal Hygiene for On-Duty Personnel**402:21 Cleanliness**

Employees shall keep themselves clean and sanitary so as not to be offensive to others.

402:22 Fingernails

On-duty uniformed, licensed personnel and plainclothes personnel shall keep their nails trimmed so as not to extend more than ¼ inch beyond the end of the finger, and shall be rounded (i.e., not trimmed to a point).

402:23 Shaving

Personnel shall present a clean-shaven appearance, except for authorized mustaches.

402:24 Cosmetics

Cosmetics may be used, but shall not be applied as to be gaudy, pretentious, or unusual in appearance, and in such a way as to attract undue attention.

402:3 Hair Regulations**402:31 Hair**

Hair shall be clean, present a well-groomed appearance, and worn in an unpretentious style that does not extend below the bottom of the shirt collar. Long hair must be worn up, and permit the wearing of authorized headgear.

402:32 Wigs

Wigs may be worn, provided they comply with the regulations described in section 402:411, as applicable.

402:33 Mustaches

Mustaches shall not extend below the upper lip line on either side of the mouth, or more than ½ inch on either side of the mouth. No handle-bar, Fu Manchu, or walrus-type mustaches shall be allowed.

402:34 Beards and Goatees

Beards and goatees are not permitted. The face shall be clean-shaven, other than the wearing of acceptable mustaches and sideburns.

402:35 Sideburns

Sideburns shall not extend below the bottom of the earlobe. Sideburns shall be neatly trimmed, and of uniform width from top to bottom. They shall not have a bushy appearance. No flare or muttonchop sideburns are permitted. Sideburns shall be cut parallel to the ground.

402:4 Jewelry and Body Art

Sworn staff shall not wear unauthorized jewelry (see definitions 402:1), or display any body art (i.e. tattoos) while on duty. Only female officers may wear earrings while on duty. Jewelry shall be limited to one earring per ear; one ring per hand. If necklaces are worn, they shall be hidden and equipped with a breakaway clasp.

Non-sworn staff shall not wear unauthorized jewelry (see definitions 402:1), or display any body art (i.e. tattoos) while on duty. Only female employees may wear earrings while on duty.

402:5 Uniformed Support Staff Dress Code Requirements

A department-authorized uniform polo shirt, blouse or sweater is required to be worn every day. This is to be worn with slacks, trousers or khaki pants in black, brown, navy, gray or tan. Capri-length pants or skirts (knee length or longer) are also allowed for female employees. Dark colored jeans in good condition may be worn on Fridays. If blouses or tops are visible beneath uniform blouses or sweaters, they must be solid color fabrics (not lace or sheer) in a color that occurs in the patch emblem. No sneakers, flip-flop shoes, facial piercings or visible tattoos are allowed.

Deviations from this policy may be allowed on a case by case basis by the Office Manager.

402:6 Sworn Staff Dress Code Requirements

- Uniformed personnel shall wear their required uniform as designated by their supervisor.
- Officers assigned to patrol will wear their designated uniform.
- Officers assigned to the Investigative Division or plainclothes capacity are to wear minimally and normally a collared shirt and non-denim, business appropriate pants.
- Officers assigned to undercover or Special Operations units will dress as designated by their assignment and are exempt from these dress code requirements.
- Department staff shall wear their uniform, soft uniform, or business casual, unless otherwise specified, to any training or meetings outside the department, and any training or meetings at CHPD attended by persons to include but not limited to guest instructors, strategic partners, or law enforcement representatives from other agencies. Deviations are to be approved by the employee's supervisor. Employees with questions about attire for any function should consult with their supervisor.
- Athletic-type/tennis shoes are prohibited. Exceptions include use of force and firearms-related trainings.

402:7 Enforcement

Supervisory personnel shall enforce all rules regarding personal hygiene, hair regulations, and the wearing of jewelry.

402:8 Exceptions

Exceptions to these rules shall only be allowed for personnel who have prior written approval from the Chief or designee.

BY ORDER OF:

Scott Nadeau, Chief of Police

[Back to Top](#)